



## PROBATION AND PAROLE BUREAU STANDARD OPERATING PROCEDURES

Procedure No.: P&P 20-13	Subject: <b>STUDENT INTERNS/VOLUNTEERS</b>
Chapter 20: Personnel	Page 1 of 6
	Revision Date: 10/01/01; 06/17/02; 03/06/04; 03/01/05; 08/01/05
Signature: /s/ Ron Alsbury	Effective Date: 07/02/01

**I. BUREAU DIRECTIVE:** Probation and Parole Bureau employees will follow established procedures when providing a college/university student internship or volunteer program. Student internships will provide students an opportunity to engage actively in actual professional tasks of the Probation and Parole Bureau. In return, the internship will compliment and reinforce classroom learning.

**II. AUTHORITY:**

2-5-112, MCA	<i>Duties and Powers of Department Heads</i>
53-1-201, MCA.	<i>Purpose of Department of Corrections</i>
53-1-202, MCA.	<i>Adult and Youth Correctional Services</i>
53-1-203, MCA.	<i>Powers and Duties of Department of Corrections</i>
Title 2, Chapter 15, MCA.	<i>Executive Branch Officers and Agencies</i>
DOC 1.1.3	<i>Organization and Responsibility</i>
DOC 1.3.4	<i>Human Resources Policies</i>
DOC 1.7.1	<i>Volunteers and Internships</i>
DOC 1.9.1	<i>Information Technology Services</i>

**III. DEFINITIONS:**

**Advocate/Supporter** - Any person who provides cash donations, gifts, arts and craft supplies, or comparable products or services for offender use or consumption

**Student Intern** means a person who volunteers as part of an accredited college, university, or community college. A student intern is not a State employee and is considered a volunteer.

**Mentor** means a volunteer who provides educational assistance, support, or motivation to offenders on an individual or group basis.

**Professional Service Volunteer** means an individual who provides a volunteer service that requires a certificate or license by state law, such as attorneys, doctors, psychologists, and etc.

**Short Term or Guest Volunteer** - A person who provides volunteer services for a single event or within a limited time frame.

**Volunteer** means any person who has been approved to provide services for Department programs without compensation.

Procedure No.: P&P 20-13	Chapter: Personnel	Page 2 of 6
Subject: <b>STUDENT INTERNS/VOLUNTEERS</b>		

**Volunteer Group** - Two or more individuals working together to achieve a common goal or provide a regular service in response to an identified need, e.g., Alcoholics Anonymous, Prison Fellowship, Homeward Bound and T.E.A.M. Mentoring.

**Corrections Manager** – is the Department of Corrections employee that oversees the recruitment and screening process of all potential Interns/Volunteers. The Corrections Manager will coordinate the appropriate paperwork for potential candidates, perform background and reference checks, and forward the material to the regional office of interest.

#### **IV. PROCEDURES:**

##### **A. Function of Student Interns and Volunteers**

Student Intern and Volunteer programs encourage increased personal contact for offenders, broaden community resources, and increase public awareness. Interns/volunteers can assist in meeting the needs and mission of the Bureau and offenders by providing direct services, as well as serving as an interface between the Bureau and the public.

Volunteers must not perform duties that are normally performed by paid staff. All racial, ethnic, and social-cultural segments of the community are encouraged to participate in the Intern/Volunteer program. Recruiting efforts may include the public, media, civic organizations, appropriate educational facilities, public agencies, local businesses, and individuals.

##### **B. Coordination**

The Community Correction's Correction Manager will oversee the recruitment and screening process of all potential Interns/Volunteers. Interested candidates should contact the Corrections Manager for appropriate paperwork. The Corrections Manager will then conduct a background and reference check on the candidate to be forwarded to the Regional Administrator.

The Regional Administrator will appoint a supervisory employee to serve as the coordinator of the Intern/Volunteer program in each office that utilizes interns/volunteers. The coordinator will oversee the actual supervision of all Intern/Volunteer activities. It will be the responsibility of the coordinator to assign an appropriate staff sponsor to directly supervise the Intern/Volunteer. The performance of all Interns/Volunteers will be evaluated on an ongoing basis by the Intern/Volunteer coordinator. The coordinator will inform the Regional Administrator of any Intern/Volunteer concerns or suggestions arising from performance appraisals.

##### **C. Eligibility**

Volunteers/interns must meet eligibility requirements and pass screening criteria prior to being approved.

1. Any person of good character, at least eighteen years of age or older, and able to handle the responsibilities involved.
2. **Ex-offenders** may be accepted as Interns/Volunteers, subject to the approval of the Division Administrator using the same criteria for considering an ex-offender for a staff position.
3. **Immediate Family & Relatives of offenders** wishing to serve as Interns/volunteers must receive special approval from the Division Administrator.

Procedure No.: P&P 20-13	Chapter: Personnel	Page 3 of 6
Subject: <b>STUDENT INTERNS/VOLUNTEERS</b>		

4. Individuals may only act in the capacity of a Professional Service Volunteer when they are certified or licensed to do so and only with the written approval of the Division Administrator or designee.

#### **D. Application and Processing**

1. Prospective Interns/volunteers will be required to complete *P&P 20-13 (C) Student Intern/Volunteer Application Form* and *P&P 20-13 (D) Field Experience/Volunteer Work Application*.
2. A **Criminal Records Check** will be conducted on all applicants to confirm that the individual is not currently under supervision, that the individual is not wanted for a criminal offense or that the individual does not have a criminal history that would warrant disqualification from participation in a Department volunteer-intern program. The volunteer/intern will sign *P&P 20-13 (F) Reference and Criminal Background Check Authorization Form* to allow the department to conduct this criminal records check.
3. The Intern/Volunteer coordinator will conduct an interview with the prospective Intern/Volunteer. The coordinator will complete the criminal background check and the reference checks on the prospective applicant.
4. The Intern/Volunteer coordinator shall recommend approval or denial of the Intern/Volunteer to the Regional Administrator or designee. The P&P Bureau Chief will be the final approval for all intern/volunteer applicants.

#### **E. Briefing and Supervision**

Approved Interns/Volunteers will be briefed on all rules and procedures important to their effective functioning. When an Intern or a Volunteer is assigned to a specific offender to perform duties, the staff member responsible for the Intern/Volunteer, as well as the activity, will provide orientation. This orientation will be provided to the Intern/Volunteer as well as the offender(s) involved in the program. Interns will be provided *P&P 20-13 (E) Student Responsibilities in Field Placement*. Additionally, the intern/volunteer will agree to abide by all rules and will sign *P&P 20-13 (G) Student Internship/Volunteer Agreement*. The Regional Administrator, Bureau Chief, and Human Resources will also be required to sign this form. Interns/Volunteers will not be given duties until all signatures are secured.

Interns and Volunteers are subject to a complete screening and orientation provided to regular state employees.

#### **F. Intern/Volunteer Transportation**

Interns and volunteers may travel in but not drive Department or assigned government vehicles. Under no circumstances will offenders be transported in the personal vehicles of volunteers/interns.

#### **G. Student Intern Worker's Compensation Coverage**

After an Internship has been finalized, a copy of Intern's application, work experience references, and criminal background check will be submitted to Human Resources in Helena

Procedure No.: P&P 20-13	Chapter: Personnel	Page 4 of 6
Subject: <b>STUDENT INTERNS/VOLUNTEERS</b>		

for processing for Worker's Compensation coverage. Students **cannot** begin the Internship until Human Resources has established Worker's Compensation Coverage.

#### **H. Recognition**

Officers or community corrections programs utilizing volunteers are encouraged to provide special recognition for participants who exhibit extraordinary commitment or performance. Recognition can be achieved through recommendations for federal, state, or local awards or local letters of appreciation, etc.

#### **I. Termination**

Interns/Volunteers may be suspended or terminated at any time, with or without cause, by the Community Corrections Division Administrator. In such cases, the Regional Administrator or designee will advise the Intern/Volunteer of the reason for the termination.

### **V. STUDENT INTERNS/VOLUNTEERS:**

#### **PROCEDURES:**

1. Student Internship Program is limited to students that are enrolled in a certified college or university. Volunteers accepted as needed.
2. Complete *P&P 20-13 (C) Student Internship/Volunteer Application*, *P&P 20-13 (D) Field Experience/Volunteer Work Application*, *P&P 20-13 (F) Reference and Criminal Background Check Authorization Form*, and *P&P 20-13 (G) Student Internship-Volunteer Agreement*. Return paperwork to Corrections Manager.
3. Interview potential student/candidate to determine suitability for eligibility.
4. Complete two reference checks using *P&P 20-13 (H) Student Intern/Volunteer Reference Check* and a criminal background record check.
5. Signed *Student Intern/Volunteer Application*, *Student Internship/Volunteer Agreement*, *Field Experience/Volunteer Work Application*, criminal background check, and two *Student Intern/Volunteer Reference Checks* will be forwarded to the Regional Administrator for approval or denial.

#### **RESPONSIBILITY:**

College/University Student  
Volunteer Candidates

College/University Student or  
Volunteer Candidate

Corrections Manager

Corrections Manager

Corrections Manager

Procedure No.: P&P 20-13	Chapter: Personnel	Page 5 of 6
Subject: <b>STUDENT INTERNS/VOLUNTEERS</b>		

- |     |  |                                     |
|-----|--|-------------------------------------|
| 6.  | If deemed appropriate, interview potential student/candidate to determine suitability for placement. Determine the required duties, hours and responsibilities of the Intern/Volunteer. Discuss duties and responsibilities of the RA/POII to the intern/volunteer. Interns will be given a copy of <i>P&amp;P 20-13 (E) Student Responsibilities in Field Placement</i> and <i>P&amp;P 20-13 (A) RA-PO II Responsibility in the Volunteer Program</i> or <i>P&amp;P 20-13 (B) RA-PO II Responsibility in the Internship Placement</i> . All paperwork is forwarded back to the Corrections Manager. | Regional Administrator/POII         |
| 7.  | Signed <i>Student Intern/Volunteer Application</i> , <i>Student Internship/Volunteer Agreement</i> , <i>Field Experience/Volunteer Work Application</i> , criminal background check, and two <i>Student Intern/Volunteer Reference Checks</i> will be forwarded to the Bureau Chief for final review and approval. Begin and end dates of the internship will be provided to the Bureau Chief. Review application and approve or deny internship/volunteer.  | Corrections Manager                 |
| 8.  | If approved by the P&P Bureau Chief and the Regional Administrator, Humans Resources will be notified of the approval and will open Worker's Compensation coverage.  | P&P Bureau Chief                    |
| 9.  | If approved by the P&P Bureau Chief and the Regional Administrator, Humans Resources will be notified of the approval and will open Worker's Compensation coverage. The intern will not be allowed to start the internship until this has been completed.  | Human Resources/Corrections Manager |
| 10. | The Intern will also need to review <i>DOC 1.9.1 (A) Information Technology Manual</i> and sign the <i>In-Service Training and Consent Form</i> (located on the last page of the Information Technology Manual and also attached to this policy). This signed form needs to be faxed to the DOC Help Desk to initiate computer e-mail access.  | Corrections Manager                 |
|     |  | Regional Administrator/POII         |

Procedure No.: P&P 20-13	Chapter: Personnel	Page 6 of 6
Subject: <b>STUDENT INTERNS/VOLUNTEERS</b>		

11. Supervise, write progress reports, conduct evaluations, and terminate Interns/Volunteers. Regional Administrator/PO II  
Assign Intern/Volunteer direct supervision responsibilities

**VI. CLOSING:** Questions concerning this procedure shall be directed to the Regional Administrator.

**Forms**

P&P 20-13 (A)	RA-PO II Responsibility in the Volunteer Program
P&P 20-13 (B)	RA-PO II Responsibility in the Internship Placement
P&P 20-13 (C)	Student Intern/Volunteer Application
P&P 20-13 (D)	Field Experience/Volunteer Work Application
P&P 20-13 (E)	Student Responsibilities in Field Placement
P&P 20-13 (F)	Reference and Criminal Background Check Authorization Form
P&P 20-13 (G)	Student Internship/Volunteer Agreement
P&P 20-13 (H)	Student Intern/Volunteer Reference Check
DOC 1.9.1 (A)	Information Technology Manual & In-service Training & Consent Form